



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTCENINST 5720.1A
CS

24 NOV 1998

NAVENVIRHLTHCEN INSTRUCTION 5720.1A

From: Commanding Officer, Navy Environmental Health Center

Subj: FREEDOM OF INFORMATION ACT (FOIA) PROGRAM

Ref: (a) SECNAVINST 5720.42E

1. Purpose

a. To ensure that the Navy Environmental Health Center (NAVENVIRHLTHCEN) and all its Echelon 4 activities comply with reference (a).

b. To provide standards and guidance for responding to all inquiries involving the FOIA program.

2. Background. The public has a right to information concerning the activities of its government, and DON policy is to make its records available to requesters under the FOIA program.

3. Cancellation. NAVENVIRHLTHCENINST 5720.1

4. Action

a. The Commanding Officer and/or Officer in Charge must ensure that the following actions are taken:

(1) Appoint an individual in the command as coordinator to serve as the principal point of contact for the FOIA program.

b. The command FOIA coordinator shall:

(1) Provide training for personnel on the provisions of reference (a).

(2) Ensure that procedures for receiving, tracking, labeling, and prompt handling are done in accordance with reference (a).

(3) If appropriate, formally transfer case cognizance to NAVENVIRHLTHCEN or to Bureau of Medicine and Surgery's Staff Judge Advocate, as appropriate.

NAENVIRHLTCENINST 5720.1A

24 NOV 1993

(4) Compile input and submit annual FOIA report to NAENVIRHLTHCEN FOIA coordinator who, in turn, will provide consolidated report to BUMED.


R. L. BUCK

Distribution: (NAENVIRHLTHCENINST 5215.2P)

List VI (All NAENVIRHLTHCEN Personnel)
VI (NAENPVNTMEDUs)
VII (NAVDISVECTECOLCONCEN)
VIII (NAENVIRHLTHCEN DET)
IX (NAVDRUGLABs)